



May 19, 1982
NUMBER 1342.11

Department of Defense Instruction ^{ASD(MRA&L)}

Subject: Cooperative Work Experience Guidelines for High Schools Operated by DoD Dependents Schools

References: (a) DoD Instruction 1342.11, "Work-Study Program Guidelines in Overseas Dependents High Schools," March 23, 1970 (hereby **canceled**)
(b) DoD Directive 1342.6, "Department of Defense Dependents Schools (DoDDS)," October 17, 1978
(c) Title 5, United States Code, Section 3111 (Supp. III 1979) and Chapter 81
(d) DoD 5000.12-M, "DoD Manual for Standard Data Elements," December 1980, authorized by DoD Instruction 5000.12, "Data Codes Standardization Procedures," April 27, 1965

A. REISSUANCE AND PURPOSE

This Instruction reissues reference (a) to supplement reference (b) by providing guidance concerning the establishment of cooperative work experience (CWE) programs in high schools operated by DoD Dependents Schools (DoDDS).

B. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense, the Military Departments, the Organization of the Joint Chiefs of Staff, the Unified and Specified Commands, and the Defense Agencies.

C. DEFINITIONS

1. Cooperative Work Experience. Coordinated training in an occupation, trade, business, or profession undertaken as part of the requirements of a school course.

2. Participating Agency. The private organization, U.S. Government agency, or other entity with which a trainer is affiliated.

3. Trainer. A person or organization that is approved by DoDDS and that provides training to a student enrolled in a DoDDS CWE program.

D. POLICY

It is the policy of the Department of Defense to establish CWE programs that are consistent with the following goals:

1. Provision of an ongoing educational program for high school students to help them experience and understand the world of work.

2. Development of a cooperative school-community relationship.
3. Establishment of competent industrial and governmental agency supervision of CWE participants in coordination with the school.
4. Establishment of CWE opportunities for students at all levels of ability and achievement.

E. PROCEDURES

1. General

- a. A **CWE** program may be of three types:

(1) An **inschool** program for students interested and able to participate in **CWE** training situations within the school;

(2) A program using post and base facilities for students interested and able to participate in the program in the local military community; or

(3) A program for students interested and able to participate in programs in the local **community's** civilian industries.

- b. CWE programs shall contain the following basic elements:

(1) The occupations in which students are trained shall be suited to their abilities and **interests** and the time available for training.

(2) CWE programs shall be developmental in nature. Specific learning objectives shall be developed for each student.

(3) Each school conducting a CWE program shall have a **CWE** coordinator.

- c. A representative advisory committee shall be formed in each school to provide guidance and to aid in the operation of CWE programs.

d. Each CWE student, trainer (appointed by the participating agency), **parent** of a CWE student, and CWE coordinator shall receive a copy of the **agreement** discussed in section G. , below.

e. The CWE coordinator shall meet **DoDDS** position qualification **requirements**.

f. The CWE coordinator in each school shall be authorized adequate time to perform field supervision duties (subsection **F.4.**, below).

2. Training locations shall be socially desirable, adequately **equipped**, and free of health hazards, and shall have a trainer.

3. CWE Students

a. Students shall be selected on the basis of appropriate age, school records, and interest. Handicapped students may participate in **CWE** programs on a comparable basis as nonhandicapped students, provided that, if necessary, a handicapped child shall be placed in a **CWE** situation adapted to his or her special needs.

b. Students shall be prohibited from performing hazardous tasks as part of their training.

c. Credit may be granted at the rate of one credit for a minimum of 200 minutes of satisfactory training per week pursued for a full school year. (This credit includes classroom instruction provided by the school in conjunction with this work experience.)

d. Pursuant to 5 U.S.C. 3111 (reference (c)), a student who is not an employee of the participating agency will not be considered a federal employee for any purpose other than for entitlement to compensation for work injuries under the provisions of 5 U.S.C. Chapter 81 (reference (c)).

4. CWE-Related Instruction

a. Schools adopting **CWE** programs shall include in the curriculum (and reflect in the master schedule) **CWE-related** instruction, including basic orientation, trainer-student relationship, analysis of the world of work, and the changing aspects of the professional and labor forces.

b. Such instruction shall be required of all **CWE** students and shall be taught or directed by the **CWE** coordinator. A minimum of 8 hours of instruction shall be provided each semester and shall be supplemented, when needed, by small group meetings devoted to vocational or professional interest areas.

5. Library of Materials. A supply of current instructional materials shall be maintained to meet the demands of the **CWE** program.

6. Evaluation. Occupational surveys and followup studies of former **CWE** students and other **DoDDS** students shall be conducted at each school at regular intervals to determine whether program changes are necessary.

F. RESPONSIBILITIES

1. The ~~Deputy~~ Assistant Secretary of Defense ~~Personnel (Military~~ Management), Office of the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) shall monitor compliance with this Instruction.

2. The Secretaries of the Military Departments shall cooperate in the establishment and support of **CWE** programs.

3. The Director, DoD Dependents Schools, and his subordinate organizational structure (including the **DoDDS** regional directors), shall:

a. Organize, administer, and supervise CWE programs, in accordance with Military Department and individual base regulations, host-nation status of forces agreements, other treaties or agreements between the host nation and the United States, and laws of the host nation.

b. Evaluate the CWE programs on a continuing basis.

4. The CWE Coordinator shall provide field supervision of CWE programs. In discharging this responsibility, the CWE coordinator shall:

a. Evaluate individual CWE programs.

b. Ensure that the work product of the student does not become a primary objective of the training assignment.

c. Ensure that the student is not placed in a position that requires or permits supervision of a participating agency's employees.

d. Ensure that the student is not-permitted to perform duties recognized by third persons as those of an agent of, or binding upon, the U.S. Government.

G. INFORMATION REQUIREMENTS

There shall be a written agreement (enclosure 1) among the student, trainer, parent, and school concerning, among other matters, the hours of training, hours in schools, wages, if any (which may not be paid from appropriated funds), and the length of the training period. When it is not intended that the **student** become an employee of a participating agency, this agreement **shall** include a declaration that the student will not be considered, by reason of such training, an employee of the U.S. Government.

H. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward one copy of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days.



Lawrence J. Korb
Assistant Secretary of Defense
(Manpower, Reserve Affairs & Logistics)

Enclosure - 1
Cooperative Work Experience Program Agreement

COOPERATIVE WORK EXPERIENCE PROGRAM AGREEMENT

I, the undersigned parent or sponsor, hereby acknowledge that I **fully** understand that my legal dependent named below is participating in the _____ high school cooperative work experience program on a voluntary basis and for academic credit in accordance with DoD Instruction 1342.11, "Cooperative Work Experience Guidelines for High Schools Operated by DoD Dependents Schools." As such, I am aware that my dependent will receive no pay, unless specifically appointed to a nonappropriated fund position that provides otherwise, nor will my dependent receive other fees, stipends, gratuities, or privileges from participation in this program. Furthermore, I am aware that my dependent is not an employee of the participating agency and will not be considered a federal employee for any purpose other than for the purpose of entitlement ~~to~~ compensation **for** work injuries under the provisions of Title 5, United States Code, Chapter 81. Even though my dependent will not be an employee of the U.S. Government or host nation government, unless specifically appointed otherwise, I realize that the training ☐ may be under supervision on U.S. or host nation military posts and facilities, commercial facilities, or **DoDDS** facilities, and when so engaged, he or she is subject to, and required to obey, the rules and regulations applicable to all other military, civilian, commercial, and educational personnel, as the case may be. I am aware that the nature of the cooperative work experience program is such that educational demands may make alterations in my dependent's cooperative work experience program necessary and that my dependent's participation may cease or be otherwise stopped because of this or other reasons, such as unsatisfactory training or classroom performance, or violation of rules and regulations, including safety directives, at the discretion of the appropriate school official or employer.

1. Name (Last Name, First, Middle **Initial**)** of Dependent _____
2. Cooperative Work Experience Job Title _____
3. Hours or Time of **Training*** _____
4. Location of **Training*** _____
5. Wages (If any) _____
6. Name (Last Name, First, Middle **Initial**)** of Trainer _____
7. Length of Cooperative Work Experience _____

Therefore, I have executed this agreement as of the date written below. I state that I sign this agreement willingly and without coercion.

Date (YYMMDD)**

Signature of Parent or Sponsor

We concur and join in this agreement, as of the date written above,

Signature of Student _____

Signature of Participating Agency Official _____

Signature of School Official _____

`*Shall be changed by the CWE coordinator or trainer with the approval of the other.

****General Note for Personnel Processing This Information Requirement.** These items have been registered in the DoD Data Element Program. Additional information concerning standard data elements is contained in DoD 5000.12-M (reference (d)).